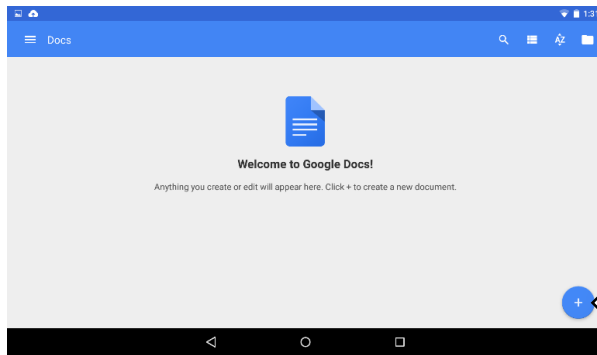# Google Docs

Free app you can install from your app store

Start a new document

You may see documents in your Google Docs folder already.
(If you open Word attachments in Gmail, they will save to the Drive)

Welcome to Google Docs!
Anything you create or edit will appear here. Click + to create a new document.

Tap the blue plus button to start a new document

Add Content

Two ways to add text:

1. *Type on the keyboard* – Either type right on the device or you can purchase a Bluetooth connected external keyboard.

2. *Talk to type* - Tap on the microphone and talk. The device will make the best guess at what words you are using but most likely you will need to go back and correct the text.
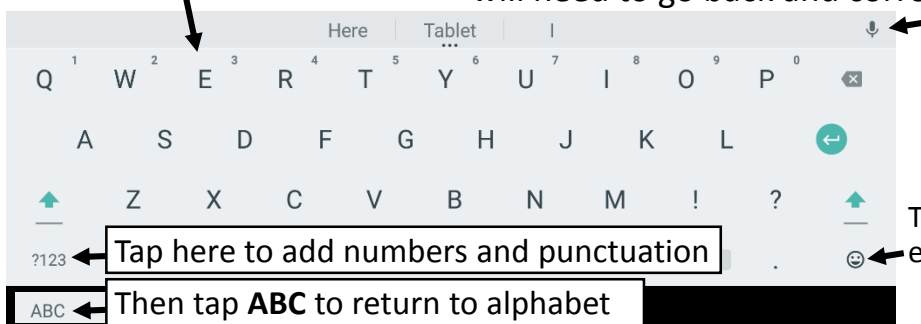
Tap here to add numbers and punctuation

Then tap **ABC** to return to alphabet

Tap here to add an emoji

Highlighting Text - You need to highlight the words in order to format

To select a portion of the document:

Tablet Users Group
June 10 2015

1. Long press over the first word

Tablet Users Group
June 10 2015

2. Drag tab across words you want to highlight

To select the whole document:
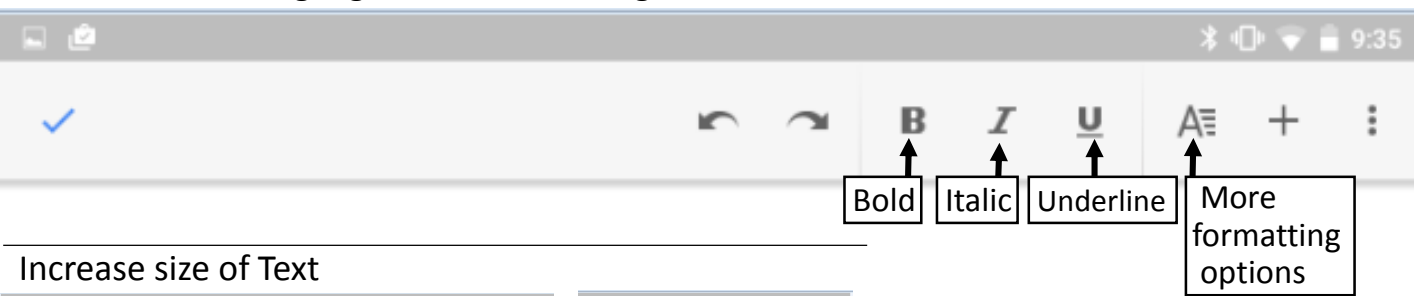
1. Long press over a word
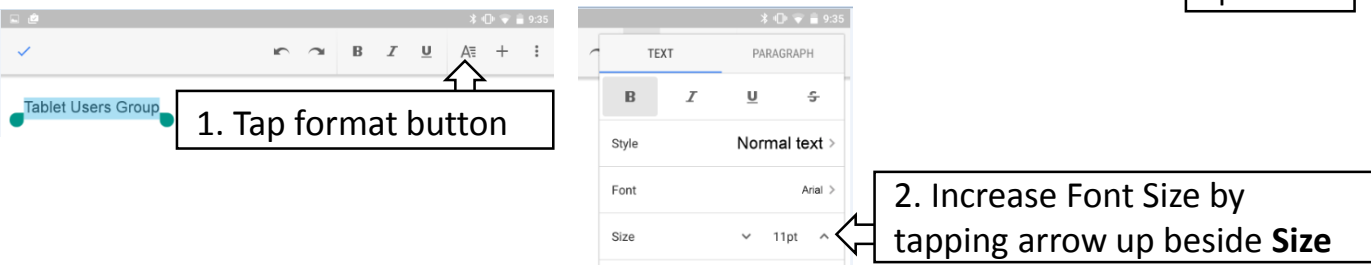
Tablet Users Group
June 10 2015

2. Tap **Select All** in the box that will appear below

SELECT ALL   CUT   COPY   PASTE   INSERT LINK   •••
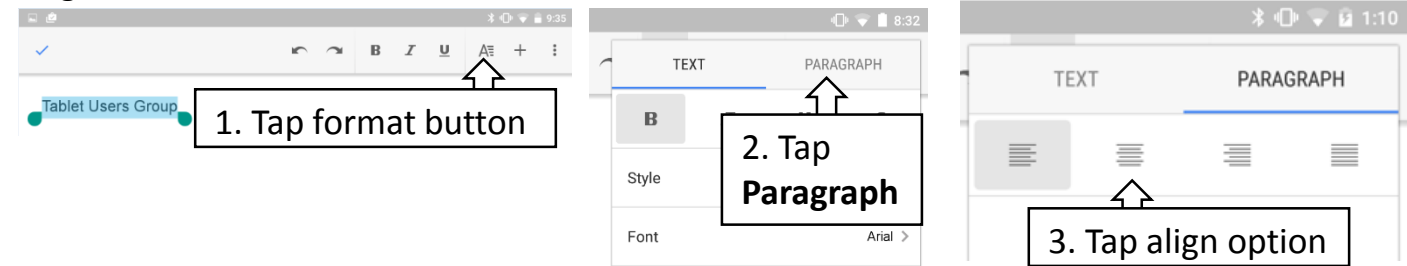
Format Text – highlight text to be changed

Bold | Italic | Underline | More formatting options

Increase size of Text

1. Tap format button

2. Increase Font Size by tapping arrow up beside **Size**

Change the color

1. Tap format button

3. Tap color

2. Tap circle beside **Text Color**

Align

1. Tap format button

2. Tap **Paragraph**

3. Tap align option

Bulleted list

1. Tap format button

2. Tap **Paragraph**

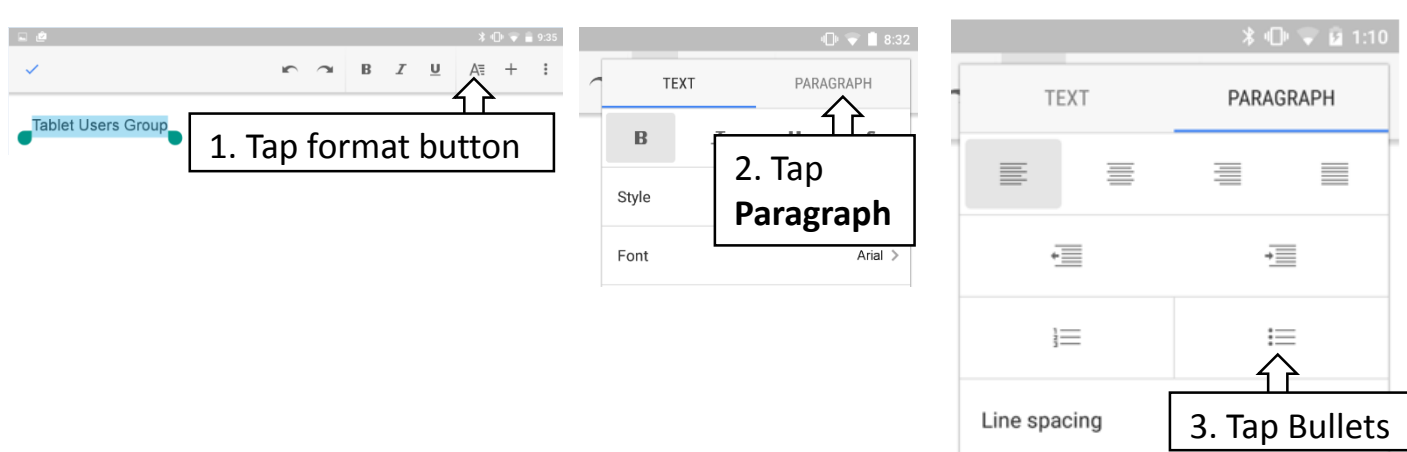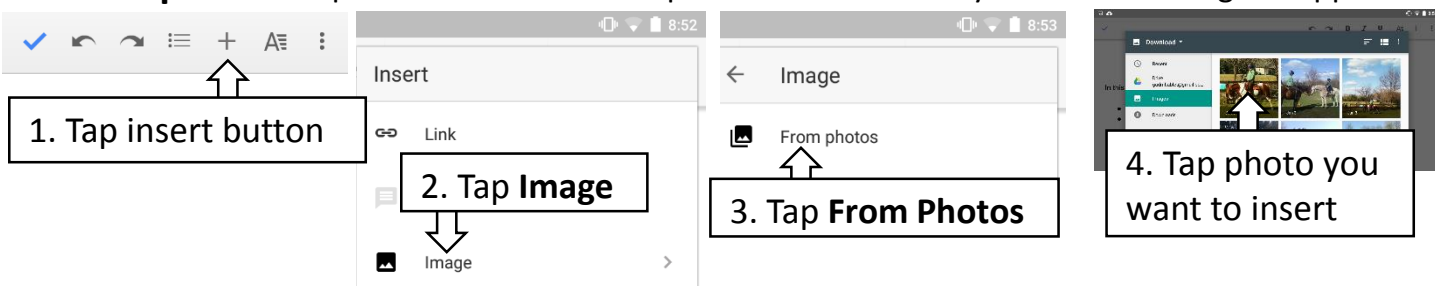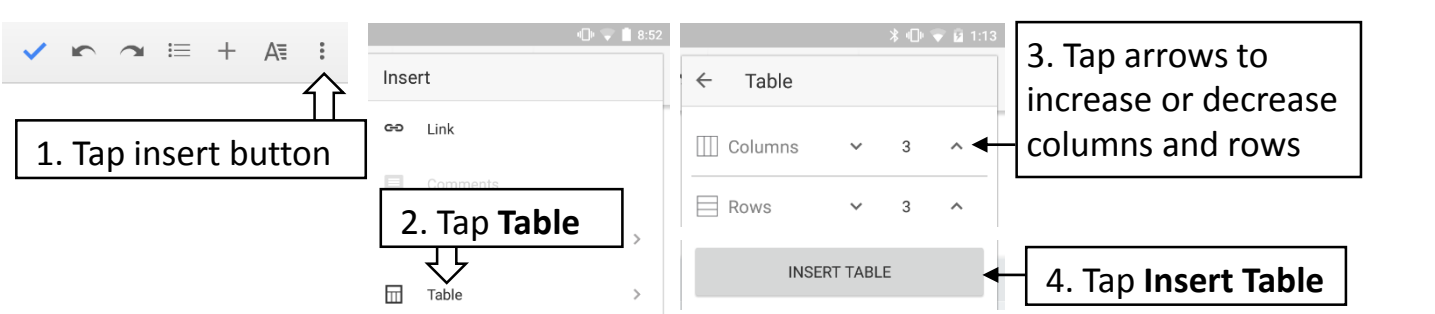3. Tap Bullets
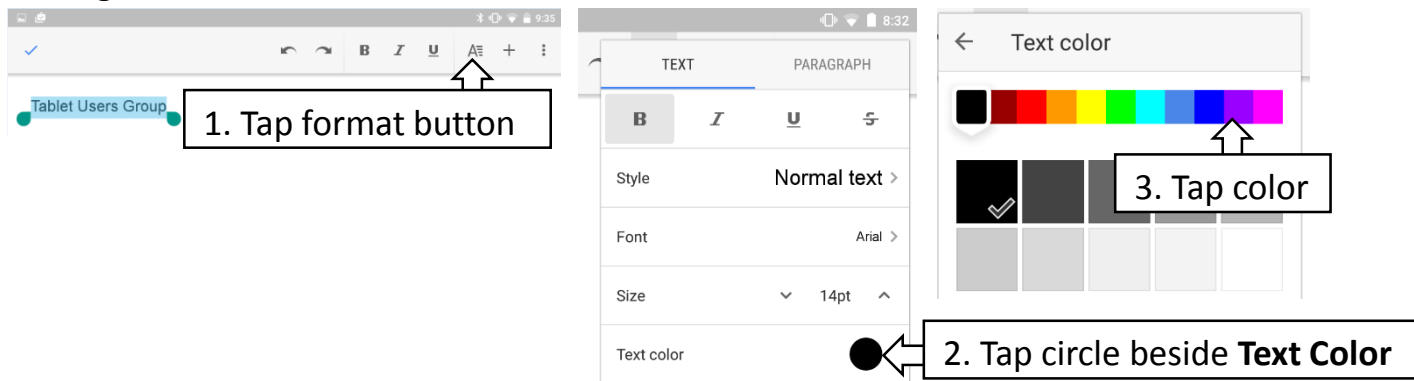
To close the format window - tap outside of format window, Tap again to end selection

Insert a photo – Tap into the document to put the cursor where you want the image to appear.
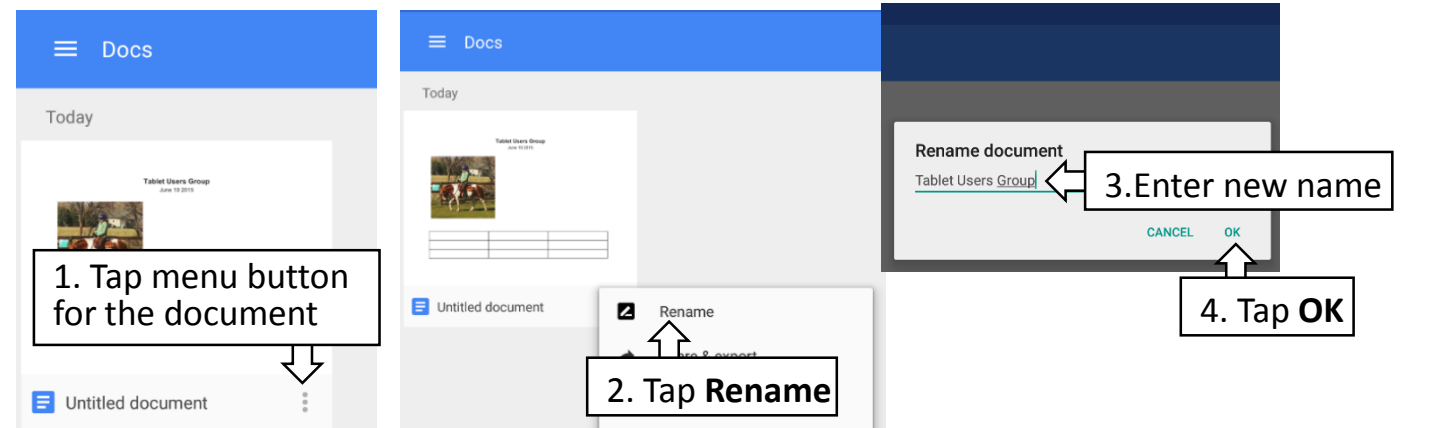
1. Tap insert button

2. Tap Image

3. Tap From Photos

4. Tap photo you want to insert

Insert a table – Tap into the document to put the cursor where you want the table to appear.

1. Tap insert button

2. Tap Table

3. Tap arrows to increase or decrease columns and rows

4. Tap Insert Table

Save and Exit the Document

1. Tap check to save

2. Tap arrow to return to the document folder

Rename the Document

1. Tap menu button for the document

2. Tap Rename

3. Enter new name

4. Tap OK

Edit the document once created

1. Tap the document to open

2. Doc is now in viewer mode. Tap the pencil to go to edit mode

3. Make changes

4. Tap check to save

Share the Document

1. Tap menu button for the document

2. Tap Share & Export

3. Tap Share option
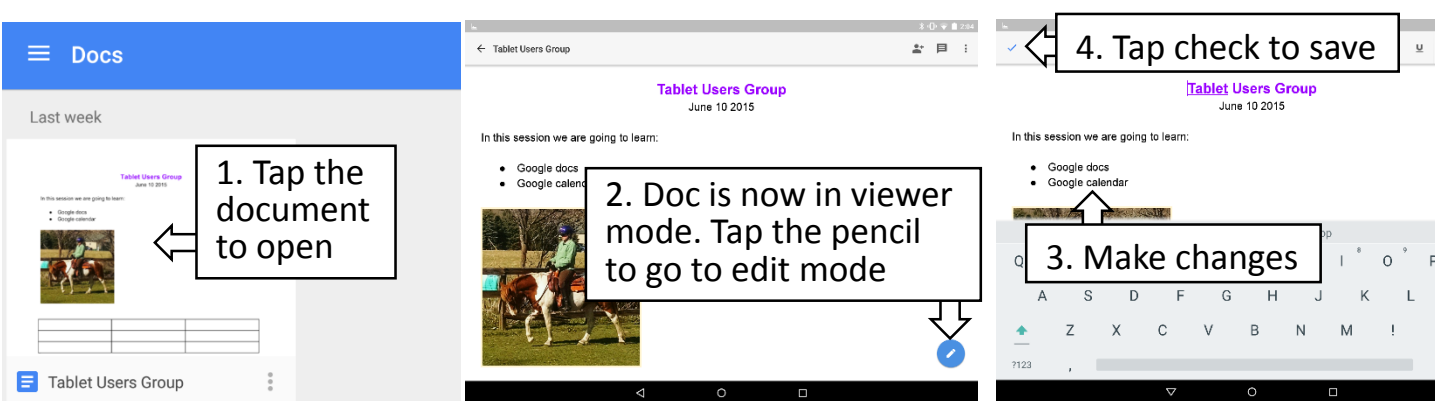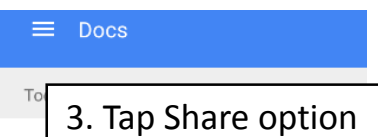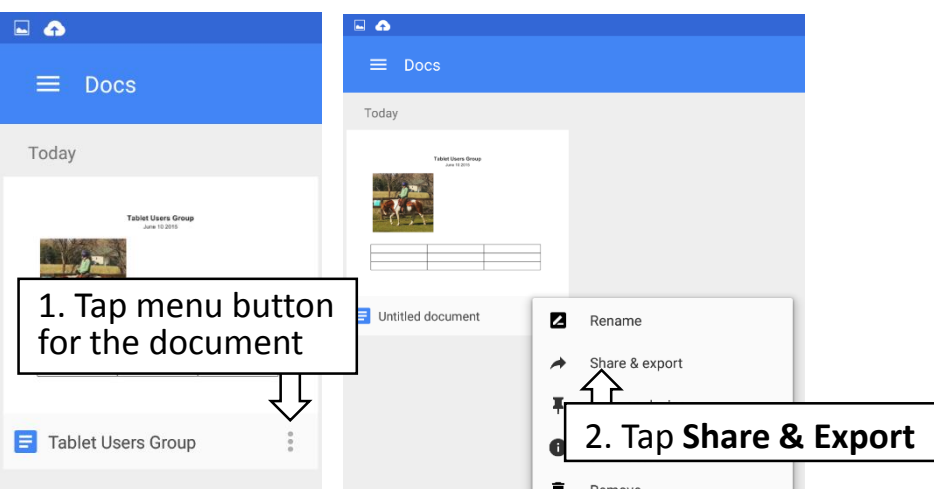
Share will send an email from Gmail with a link to the document that stays in your online folder. If you allow, other people can edit your document.

Share Link will create a web link to the document that stays in your online folder. If you allow other people can edit your document. You can paste the link into another email service besides Gmail or Facebook or other places. Apple devices the wording is "Copy link to clipboard."

Send a Copy will create and attach a copy of the document to an email. You can choose to convert to Microsoft Word or a PDF.

Delete a Google Document

1. Tap menu button for the document

2. Tap Remove
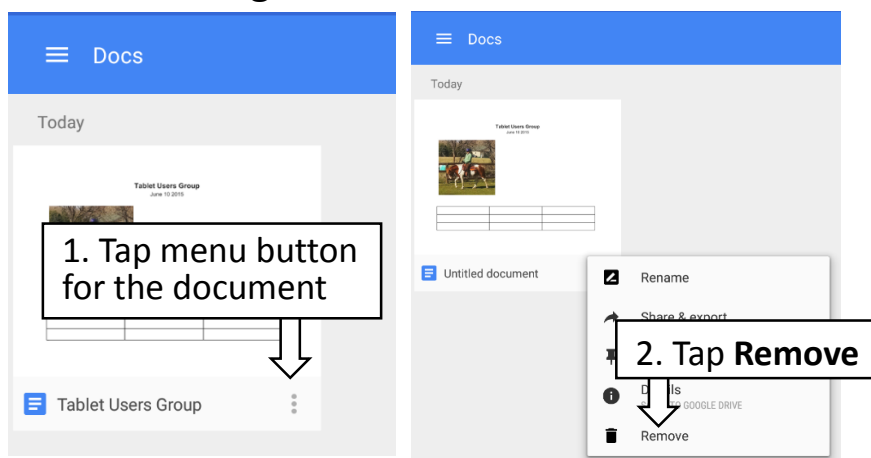
Other free Google apps
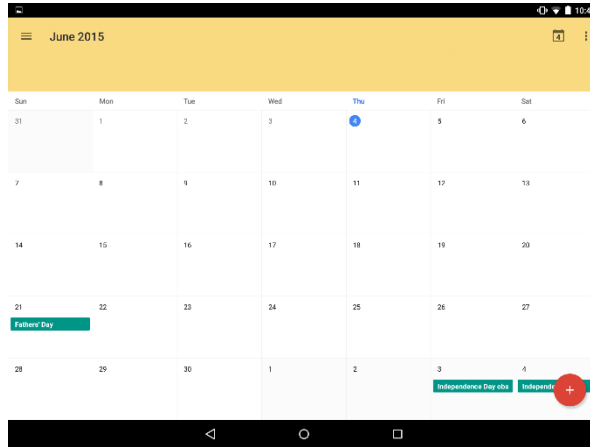
Google Sheets
Google's version of Excel

Google Slides
Google's version of PowerPoint

Google Calendar

Free app you can install from your app store

Add a new event

1. Tap the red plus button to start a new event

2. Tap into top entry and identify the event

3. Tap on the date and then tap the date of your event, tap **OK** (Your device might use the word **Done** instead)

When you start typing Google may show suggestions. Tap one that works for you or just keep typing

New event SAVE

Enter titles, people and places

All-day

Thursday, Jun 4, 2015   11:00 AM

Thursday, Jun 4, 2015   12:00 PM

more options

Add location

30 minutes before

Add another notification

Invite people

Default color

Add note

Add attachment

5. When event is complete, tap **Save**

4. Tap on the time, tap correct hour, tap correct minute, tap AM or PM tap **OK** or **Done**

More options for your new event

New event ✕ SAVE

Enter titles, people and places

🕐 All-day

Thursday, Jun 4, 2015 11:00 AM

Thursday, Jun 4, 2015 12:00 PM

more options

📍 Add location

🔔 30 minutes before

Add another notification

👥 Invite people

🔵 Default color

≡ Add note

△ Add attachment

Add the location where the event will be held.

Get a reminder of your event. Tap the option you want or tap **Add another notification** and **Custom** to create your own new option

Invite other people to your event. Type the email address of the person. Tap check button on the keyboard

You can select a color for the event to distinguish it from other events

Give yourself a reminder or send a message to the people you invite.

Select a document from your Google Drive to attach to the event and send to the people you invited.

Since I am sending an attachment, I might need to set the options for sharing for the document with other people.

Sharing options

Anyone with the link:
Can view
Guests do not need a Google Account.

Do not share

CANCEL SHARE

— Tap arrow

Sharing options

Anyone with the link:

Can view

Can comment

Can edit

— Tap sharing option

Sharing options

Anyone with the link:
Can edit
Guests do not need a Google Account.

Do not share

CANCEL SHARE

— Tap Share

Edit event once created

1. Tap on the event

2. Tap pencil to edit

3. You can now make changes

To delete event
Tap **Delete**
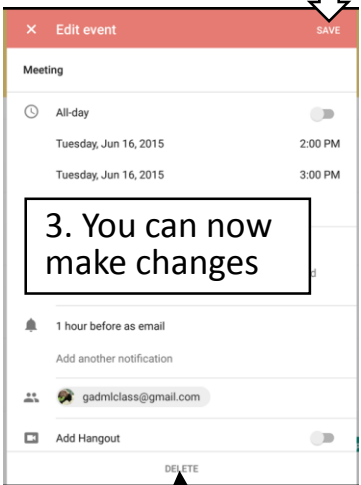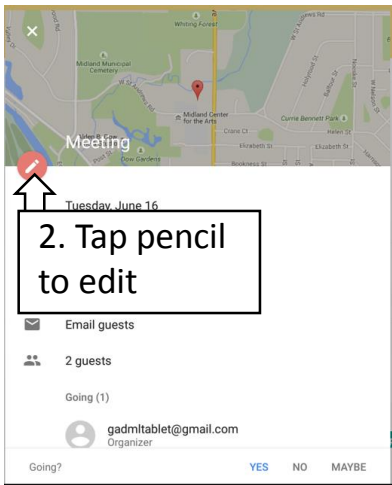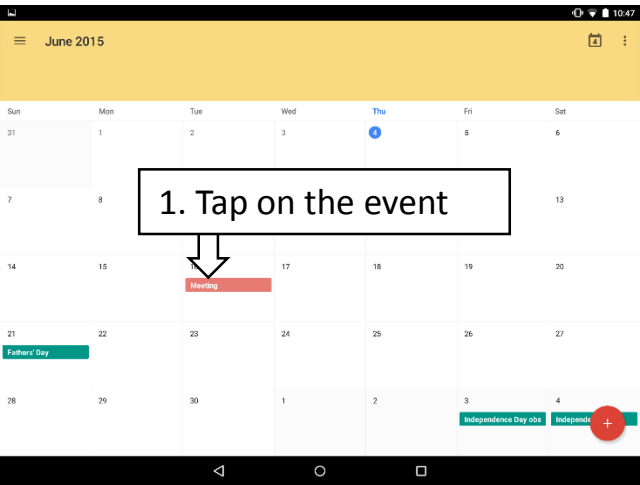
Calendar views and settings

June 2015

Tap menu button to choose a different type of view

Apple devices – change views here

Schedule
Day
Week
Month
Search

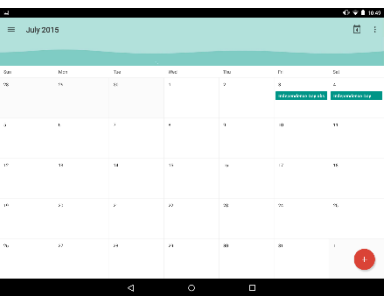gadmltablet@gmail.com
Events
More
Birthdays
Holidays
Settings
Help & feedback
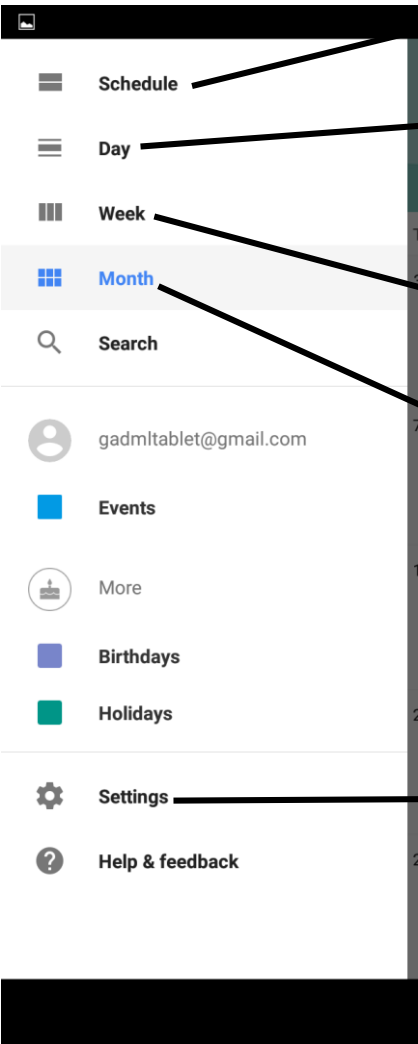
Schedule view - see a list of events
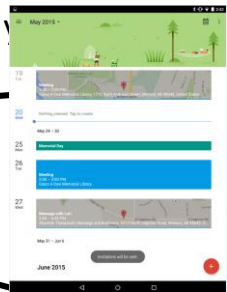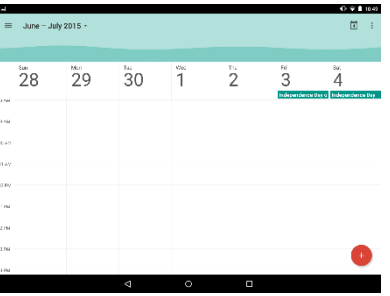
Day view
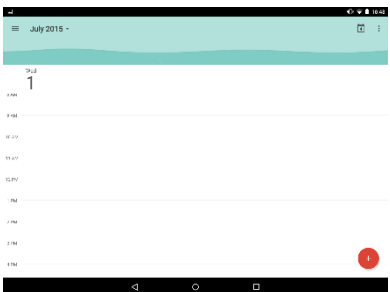
Month view

Week view

Settings – You can customize your calendar
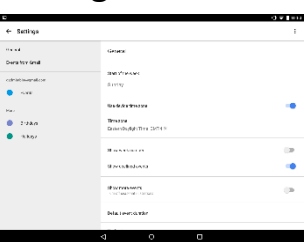
Google Docs on your PC

docs.google.com

Click the red plus button to start a new document
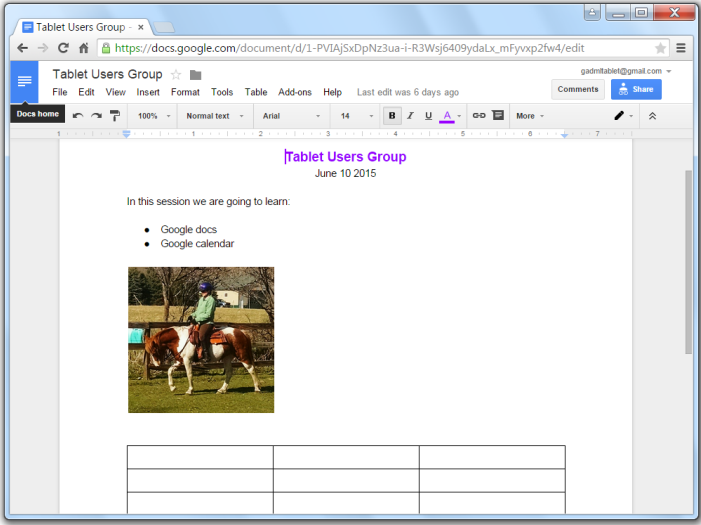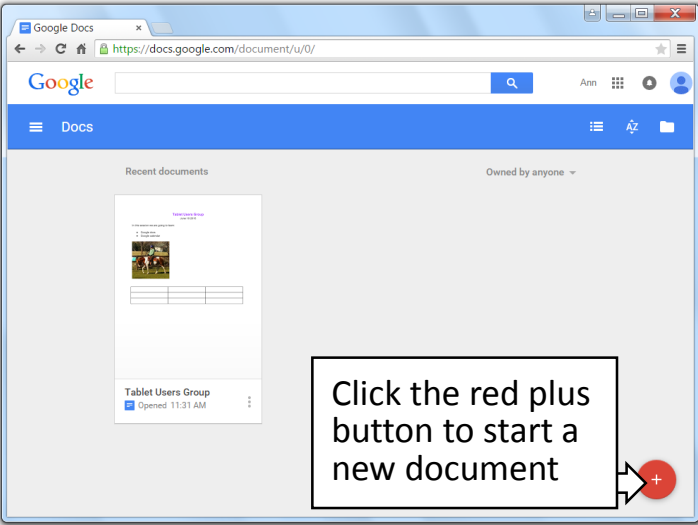
Google Calendar on your PC

calendar.google.com

Click the red **Create** button to start a new event